

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

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| Position Title: | Quality Assurance Analyst #15-22 |
| Location: | Dallas, Texas |
| Closing Date: | Until filled |
| Starting Salary/Range: | CL-25/CL-26 (\$40,911- \$73,241)* |

*Depending upon qualifications and experience

POSITION OVERVIEW:

This position is located in the District Clerk's Office in Dallas. The incumbent has district-wide responsibility for reviewing and verifying the accuracy of entries made in the court's electronic case management system, correcting DQI significant errors, identifying error trends, and responding to Operations Assistance Team Help Desk requests. The incumbent's assignments are coordinated by the Operations Assistance Team Workleader, and the incumbent reports to the Chief Deputy of Operations.

REPRESENTATIVE DUTIES:

1. Examines and edits docket entries and reviews quality assurance reports to ensure that docket entries are accurate, complete, and conform with quality assurance procedures established to meet Data Quality Indicator (DQI) standards.
2. Assists in the preparation of monthly and quarterly statistical and quality assurance reports for the district.
3. Maintains quality assurance reports and user error logs; reviews these reports and logs to identify error trends; and makes appropriate recommendations to alleviate recurring errors.
4. Recommends, develops, and presents training programs to meet the identified needs of both internal and external users of the case management system.
5. Serves as district-wide resource for internal and external questions related to the case management system and the quality assurance of the entries therein. Tests new versions of the case management system before they are installed.
6. Analyzes and determines when transcripts subject to redaction may be released for remote electronic access; receives notice of incoming inter-district transfers and maps events as necessary to the local case management system; follows up on instances in which the case management system failed to provide notice to intended recipients.

7. Processes applications for admission to the bar. Maintains bar records and issues ECF logins and passwords in accordance with district practices.
8. Performs special projects or requests as needed.

QUALIFICATIONS:

Knowledge of all aspects of the court's electronic case processing system, with a thorough knowledge of court operations, docketing procedures, and functions. Skill in using spreadsheet, database, and word processing applications. The ability to extract and analyze information from databases to identify error trends. Ability to communicate effectively both orally and in writing.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Submit resume with salary history to:

Human Resources

U.S. District Clerk's Office
1100 Commerce Street, Room 1452
Dallas, TX 75242
Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #15-22 will not be considered.

***** The Court is an Equal Opportunity Employer *****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.